

ADMINISTRATIVE - INTERNAL USE ONLY

CIA MERIT PROMOTION AND ASSIGNMENT PROGRAM  
(GS-13 and Above)

1. Policy: It is the policy of the Central Intelligence Agency that, in consideration of current and future executive manpower needs of the Agency, maximum utilization will be made of mid and senior level careerists' skills and potentials. CIA Career Services do assign and promote their careerists on a merit basis. However, the CIA executive merit promotion and assignment policy seeks the following Agency objectives:

- a. The selection from among the best qualified Agency careerists available to fill GS-13 and above position vacancies without discrimination for any reason when Career Service manpower assets are limited.
- b. To make available greater opportunities for progressive development of Agency careerists with executive potential.
- c. To encourage a high level of employee performance and job satisfaction.
- d. To ensure the retention of careerists with executive growth potential.

This policy will not restrict the Career Service Head's right to fill position vacancies by other methods (new appointment) when it appears that the best qualified candidate available should be obtained from other sources. Provided, that the Director of Personnel concurs that there are no well qualified careerists available for the anticipated position vacancy.

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2. Administration: The implementation of the CIA merit promotion and assignment policy will be accomplished by the Heads of the Career Services with the advice and assistance of the Director of Personnel.

a. Career Service Heads

- (1) Will review upcoming position vacancy requirements (GS-13 and above) against available manpower assets within the Career Service and determine whether there are, as a minimum, three well qualified careerists available for assignment and/or promotional consideration for such position vacancies.
- (2) In those instances where it is determined that Career Service manpower assets are minimal, the Career Service Head will prepare position vacancy notices, outlining position requirements, and release this information to all employee careerists through the Agency Employee Notice system.
- (3) The Career Service announcing specific position vacancies will accept written applications (CIA Form 444a, Personal Resume) voluntarily submitted by Agency careerists in response to such notices. Agency careerists who make application should secure informal concurrence from the Heads of their Career Services on their availability for this type of career development.
- (4) If, after initial screening of both in-service and Agency volunteer careerist candidates, it appears that there would be less than three well qualified candidates under consideration, the Career Service Head shall request the Director of Personnel

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to furnish biographic profiles on other Agency careerists who would be well qualified for such position vacancies. The QAB would then review position requirements against its manpower inventory and furnish appropriate biographic profiles to the Career Service after it had been determined that such candidates would be available for assignment.

(5) The Head of the acquiring Career Service will make the final decision as to which candidate best meets his Career Service requirements. All candidates will be so notified of this decision in writing as soon as possible.

(6) The Head of a Career Service who wishes to deny one of his careerists an opportunity to seek another career opportunity, may do so. However, he must advise the individual careerist as to what immediate and long-range career plans he has projected for him.

(7) Prior to initiating external recruitment requisitions, the Head of the Career Service will seek available well-qualified internal candidates from the manpower inventory maintained by the QAB, OP and/or other available well qualified internal careerists. Failing this, the Chief, Recruitment Division, Office of Personnel will activate external recruitment.

b. The Director of Personnel

(1) Shall provide staff advice and assistance to the Career Service Heads in implementing and administering the CIA merit promotion and assignment program.

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- (2) Shall monitor the CIA merit promotion and assignment program to insure that Agency manpower objectives are being met.
- (3) Shall insure that the QAB manpower inventory is maintained on a current basis and that requests for candidates for Agency position vacancies are handled in an expeditious manner.
- (4) Shall refer to the Heads of the several Career Services, qualified candidates made available through Agency manpower adjustments.
- (5) Shall ensure that external recruitment is accomplished only when there are no available careerists.

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**PERSONAL RÉSUMÉ**

**INSTRUCTIONS:** Type, print, or write carefully. Answer questions completely or check appropriate box. If question is NOT applicable, write "NA." If you have insufficient space, continue on an attached sheet and refer to SECTION and ITEM number for each item continued.

**SECTION A****GENERAL**

1. NAME (Last-First-Middle) Mr. Mrs. Miss		2. DATE OF BIRTH	3. PLACE OF BIRTH	4. SOCIAL SECURITY NO.
5. MAILING ADDRESS (Number, Street, City, State, Zip Code)			6. TELEPHONE NUMBER (Incl. area code)	
7. DATE AND PLACE U. S. CITIZENSHIP ACQUIRED (If not by birth)				
8. MARITAL STATUS (If married and spouse is not U. S. citizen, please indicate citizenship)			9. NUMBER OF DEPENDENTS	
10. RELATIVES BY BLOOD, MARRIAGE, OR ADOPTION WHO ARE NOT U.S. CITIZENS (Indicate only relationship, citizenship)				

**SECTION B****EDUCATION AND SUPPLEMENTARY QUALIFICATIONS**

1. HIGH SCHOOL, COLLEGE, OR UNIVERSITY, TECHNICAL, COMMERCIAL AND MILITARY SCHOOLS				
NAME AND LOCATION	RECEIVED		MAJOR SUBJECT OR SPECIALIZATION (Including thesis topics)	GRADE OR POINT AVERAGE
	DEGREE OR H.S. DIPLOMA	YEAR		
2. FOREIGN LANGUAGE SKILLS (Specify fluency - read, speak, write)				
3. APPROXIMATE NUMBER OF WORDS PER MINUTE TYPING → SHORTHAND →			4. RADIO OPERATOR PROFICIENCY C/W SENDING → C/W RECEIVING →	
5. LIST LICENSES OR TRADE CERTIFICATIONS WHICH YOU HAVE ACQUIRED				

**SECTION C****MILITARY DATA**

1. BRANCH OF SERVICE	2. RANK, GRADE, OR RATE	3. SELECTIVE SERVICE CLASSIFICATION
4. MILITARY OCCUPATIONAL SPECIALITY (MOS or Designator) AND TITLE		5. DATES OF SERVICE (From-to-, by mo. and yr.)

**SECTION D****POSITION DATA**

1. INDICATE WILLINGNESS TO ACCEPT ASSIGNMENT IN EACH LOCATION NOTED (Check X items applicable)			
WASHINGTON, D. C.	ANYWHERE IN U. S.	CERTAIN LOCATIONS ONLY (Specify):	
OUTSIDE CONTINENTAL U. S.			
2. TYPE OF POSITION OR WORK FOR WHICH YOU ARE APPLYING		3. ACCEPTABLE SALARY RANGE	4. DATE OF AVAILABILITY

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## SECTION E

### EMPLOYMENT INFORMATION

LIST PRESENT POSITION FIRST. When completing "Brief Description of Duties," consider your experience carefully and provide meaningful, objective statements.

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